

Michigan Supreme Court
State Court Administrative Office
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M E M O R A N D U M:

DATE: February 15, 1998

TO: All Chief Judges

FROM: John D. Ferry, Jr.

SUBJ: Administrative Memorandum 1998-02; SCAO Guidelines for Accommodations for Persons with Disabilities

Every trial court should adopt a policy to address accommodations for persons with disabilities. We have enclosed for all chief judges a guideline which should be used to implement a policy in each trial court to meet the requirements of the Americans with Disabilities Act (42 USC § 12101 et seq.) and other related state and federal law.

Included with this memorandum are:

- ! SCAO Approved Form MC 70, ***Request for Accommodations***
- ! Model Public Notice Form
- ! Listing of Disability Rights Resource Organizations
- ! Directory of Interpreters from the Division on Deafness
- ! Regional Resources Directory
- ! Listing of known vendors who provide equipment for disabled persons

As part of this policy, and to meet ADA requirements, each court should identify an "ADA coordinator", responsible for ensuring compliance with the provisions of the ADA. We have included a form

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for your use in reporting the identity of that person.

The SCAO is developing informational seminars for ADA coordinators. We will provide more information as that effort progresses. Upon adoption, a copy of the policy and form identifying the ADA coordinator should be returned to Pam Creighton, SCAO, P.O. Box 30048, Lansing, MI 48909. If you have questions please contact Pam at (517) 373-5596.

cc: Court Administrators

American's With Disabilities Act

ADA Coordinator Designation

Michigan Judiciary

Court Name: _____

Court Number: _____

Chief Judge: _____

Name of ADA Coordinator: (Mr./Ms.) _____

Title: _____

Address: _____

Phone Number: _____

FAX Number: _____

Email Address: _____

Has court adopted/developed a written accommodations policy?

YES _____ NO _____

Chief Judge Signature:

DATE

Signature